

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 28 June 2017, 6.15 pm, school staffroom

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Present: Mark Brown; Annette Gittos; Julie Bennett; Kelvin Harper; Lucy Kebbell; Karen O'Leary; Alan de Lima; Jess Gorman; Helen Moriarty; Victoria Esson (for item 14); and Jo Gould (minutes).

Apologies: Daniel Petersen

#### **1. Karakia**

Karen conducted the karakia.

#### **2. Previous Minutes and Actions**

Minutes of the 24 May 2017 Board meeting were approved and the action items were discussed and updated.

#### **3. Conflicts of interest**

None declared.

#### **4. Enrolment scheme update**

Annette reported on a meeting she and Mark had with the Board of Trustee Chair and Principal of Mt Cook School and Ella Tavernor of the Ministry of Education. Similar issues were raised that had been discussed in previous meetings. Annette noted that the Mt Cook Chair felt that competition was an issue with Newtown School encroaching on 'their area'. This was not the position of Newtown School; it was about providing parents a choice that already exists for students to be able to come to Newtown School from the overlap area.

Mt Cook School proposed an alternative northern boundary for the Newtown School enrolment zone, which goes up from John Street, up Wallace Street, and then cuts across the Massey campus over to the Basin Reserve, for consideration by the Newtown School BOT. From Mt Cook school's perspective, while this would still overlap their zone, it did not cut into the area where a large number of current Mt Cook students live.

Mark observed that a number of current and past students come from the area that overlaps with Mt Cook's zone.

At the meeting Ella, from the Ministry, observed that the 'yield area' of students (that is, the current percentage of Newtown School students that live within the proposed zone) is 78-79%. This has been calculated by MOE's head office. The MOE target when defining a zone to limit roll growth is 80%. Ella thought that the proposal from Mt Cook may not make a significant difference to the yield area percentage.

The BOT considered the Mt Cook proposal and decided to uphold its earlier decision of 26 April 2017, following the formal consultation period. The Board noted that the zones are reviewed annually. No further action was required.

**ACTION:** Annette to notify Mt Cook School of the Board's decision.

Berhampore School enrolment zone proposal - Annette had previously circulated to the Board a draft letter from Newtown School supporting the proposal and noting that the BOT was comfortable with the overlap with Newtown School's proposed zone. The letter also acknowledged the contribution of the Berhampore School special needs programme to the community. The Board agreed for the letter to be sent.

**ACTION:** Mark to send letter to Berhampore School.

## 5. PB4L

### ***Report on action taken on the school's behaviour management system and practice***

Mark noted that the discussion at the last meeting was robust, with clear directions set around where the school is going.

Mark also observed that the data presented to the Board during the May 2017 meeting had been revisited as some of it was misleading. The distinction between minor and major incidents has been clarified, reflecting the definitions used by the MOE, and the data is now more accurate as a result.

The refreshed data presented to the Board focused on the "Big 5" - who was involved in the incident, where and when it happened, what happened, and why it happened.

A very small number of students at the very top level of behavioural issues in our education system (Tier 3 - severe behaviour) generated a significant number of reported incidents. Data was therefore presented for all students excluding these students, as they can skew the data considerably (incident data for these students was presented separately).

The number of major incidents had decreased during Term 2, when compared to Term 1 data. It was observed that there was a spike of incidents occurring in classrooms. There was also a focus on looking at the "smaller" issues (disrespect, disobedience), which means incidents involving this behaviour could be over-reported. It was noted that classroom incidents are more likely to be recorded due to teachers being present.

Some data exists for previous years, but it is difficult to compare over time and with different students.

The Board requested that future reports include a summary of what the school is doing as a result of the data being collected, what interventions have been put in place (including what is working well), and what further interventions are planned. Using the MOE categories could enable benchmarking against similar sized schools with a similar demographics. Mark said he could put this request to the Ministry rep.

A parent meeting on PB4L is planned for the first week of term three. A PB4L group is to meet by the end of this term, which will include a parent rep along with staff, and RTLB.

The Board observed that the school also needs to respond adequately to children that may be affected by the behaviour of other students. Mark commented that the school has taken this concern on board - eg Waitangi is working on building resilience amongst its students; and notices are being given to parents/caregivers if a significant incident occurred, as recently happened in Pohutukawa.

Mark again encouraged parents to come and talk to him if they have any concerns, and reassured the Board and parents present at the meeting that parents will be informed in a timely manner of major incidents (eg where students are injured).

#### ***Correspondence – replies to parents from previous BOT meeting***

Mark noted that all parents that wrote to the Board expressing concerns about behaviour were present at the May Board meeting when he went over the school's behaviour management system. He had spent a considerable amount of time talking about the issues and next steps with the parents, but had not replied in writing.

**ACTION:** Lucy to draft replies to the parents.

#### ***Report back on values***

Part of the school Leadership Team met with Annette last week to provide an update on this work.

A survey had been conducted last week that involved collecting information from over 100 families about what values they thought were important in the school environment. The results of the survey were discussed at the meeting. Respect came through strongly, as did honesty, empathy, happiness, and kindness. The Board agreed that 'Respect' is an important value for our school.

Annette noted that PB4L best practice, based on research, is for a school to have 3 to 5 values. She also noted that it was confusing having 'school values' and 'PB4L values'; it was better to have just one set of values. The School Charter was due for review and the values will be an important part of this. The work being done now on the values was helpful and valuable for the charter development.

The BOT agreed to have five values, with the first four being connected, curious, resilient and respectful. The 5th value was still to be determined after further discussion with staff and reflection on the values survey. Mark noted that 'striving for excellence' (or something similar) was missing from the current values.

**ACTION:** Mark to report back to the BOT at July meeting with a proposal for a 5th school value.

Mark noted that he was having an expert review the Newtown School curriculum to check alignment with being a future focused school.

## **6. Report on Maori Immersion Unit**

Mark reported that there were 13 students in Ngati Kotahitanga, including two new students (in Year 1 and 2). The majority of children go to kura in Seatoun and immersion units, such as Newtown School, had lowering rolls as a consequence. All assessments (equivalent of PACT) had been completed, with Heni acting as the moderator. The achievement levels have shot right up. Professional development opportunities for Fraesar continue. A group of eight schools with Maori medium on site meet once a term to moderate students work to ensure a degree of consistency. All instructional language is in Te Reo.

Maori students in mainstream - Annette suggested that a report be available for the next BOT meeting with a focus on this. Mark noted that the action plan on student achievement has this as a focus. Data on achievement levels of Maori would be useful and included in the report.

## **7. Health and Safety, and Policy**

Annette acknowledged the huge amount of work that had been completed on this by Julie.

Julie tabled the healthy food and nutrition policy, noting that it was a starting point. She commented that there was no requirement to consult on the policy but it was something the Board could do. As the teachers need to be on board with the policy, the Board agreed to run the draft policy past teachers for feedback.

**ACTION:** Kelvin to circulate the healthy food and nutrition policy to teachers for feedback.

Project Energise is doing some work with parents next term (week 5) and this presented a useful opportunity to get some feedback. Julie had also consulted with experts in public health.

**ACTION:** Following consultation, Julie to present the healthy food and nutrition policy to the September Board meeting for approval.

Julie had also worked on the following policies, procedures and guidelines: Accident and illness, administering emergency and long term medication, blood born viruses, headlice, health and safety, injury and incident management and reporting, infectious diseases, road safety, sun protection, smoke free, and alcohol and drug policy. All these policies were approved by the Board. Existing policies are superseded.

**ACTION:** Kelvin to put the approved health and safety policies on the school website.

Julie noted that the hazard audit was completed by Darrel Smith. Mark pointed out that in the first week

of school holidays someone has been contracted to deal with all the issues that have been identified.

Staff first aid certificates - The new policy recommends all staff receive training. The Board discussed whether to proceed with all staff at once to receive training or to stagger if the cost was significantly high.

**ACTION:** Mark to explore options for first aid certificate training for all staff and report back.

**ACTION:** Lucy, Kelvin and Mark to work together to review the Internet policy, including network security and passwords.

## **8. Principal's report**

Mark tabled his report. Items discussed by the Board included:

- New Zealand Physical Activity Guidelines for Children (which encourages children to sit less, move more and sleep well) - Mark observed that lots of kids come to school tired. The guidelines recommend 9 to 11 hours every night of good-quality, uninterrupted sleep for primary school aged children, with consistent bed and wake-up times.
- Mid-year assessments have been completed and analysis of the results is underway. Mid-year reports will be out in the last week of term.
- Seesaw - the reports will include codes that will enable parents/caregivers to access examples of their children's learning via the seesaw app.

## **9. Finance and Property**

The Board noted the expenditure for the month of May 2017 of \$54,550 . Year-to-date (YTD) income is at 54% of budget. YTD expenditure is at 35% of budget (with 42% of the year gone). There is a sizable positive variance ahead of projected expenditure, due to savings across all areas which is usual for this time of the financial year.

## **10. New Build**

There has been an issue with the supply of a wall construction product, with the consequence that wooden panels will be replaced with another material. As a result there is a need to redesign engineering and structural aspects of the new building, with a delay of up to two months as it needs to go through the consent process again. A new work schedule is being developed. Realistically an April/May 2018 completion date for the new build is now likely.

There are substantial cost overruns and the project team is looking at ways of saving costs. Room 11 will remain, and the junior playground will need to be repositioned. Mark will provide a copy of the redesign to the Board once completed.

## **11. Maori medium**

Mark observed that the hangi was very popular - around 400 tickets sold. Around \$1,500 was made by the whanau.

The kai cookers were mostly successful. A lot of work was completed by a small number of people.

## **12. Other committees and working groups**

Policy - Lucy noted that she had circulated the Behaviour Management to Minimise Physical Restraint to Board members. This is not a policy but rather procedural guidelines for the school.

Sponsorship - Karen will present at the next meeting on whether the school should be able to approach lotteries and gaming machine societies for funding.

Dyslexia working group - Met mid June. Julie noted that Sally went through the action plan. There had been a lack of follow up with professional development, in particular whether teachers had implemented the ideas and practices in their classrooms. This has been scheduled for Term 3, some 6 months after the training. There had been concern about the lack of individual support for students, and that the technology is not used as it could/should be. The working group agreed that better use of the database was required, with concrete actions listed for each child identified on the database. This was planned to be completed within 2 weeks (i.e. the last week of term 2). A clinical psychologist has been approached by the school to evaluate where we are at and what we could do better. A meeting with this person is planned for July. Children in Year 4 and up have completed PATT tests. The testing didn't flag anyone else to include on the list of students identified with dyslexic tendencies. Other screening tests are also available.

The Board discussed whether the work in this area could be profiled with the wider school community.

FANS - A disco is planned for Friday. It was requested that the school give more notice when contributions are required for school trips (etc) so that families can budget for these costs.


## **13. Any other business (including correspondence)**

Correspondence from parents about an incident that occurred in the school playground on Monday was dealt with at the in-committee stage.

## **14. In-Committee**

The Board moved into committee at 8:45 pm to discuss personnel and other matters. The Board and moved out of committee at 9:25 pm.

Next meeting: Wednesday 26 July 2017 at 6.15 pm. Note that the August meeting is scheduled for the earlier date of 9 August 2017 (with a focus on the ERO visit). The September meeting resumes the 4th Wednesday of the month - 27 September.

 26 July 2017